

REIMBURSABLE ITEMS LIST

PLEASE NOTE: Please ensure all receipts are itemized or they cannot be reimbursed.

Airfare: All travel by air must be preapproved. Please call our office if you plan to fly to your appointment. We do not want you to incur any expenses that may not be reimbursed. Please note that a cost comparison analysis will be conducted to determine which means of travel is most cost effective to the government and beneficiaries will only be paid up to the price for the most cost effective means if they opt to travel using a different method (i.e. auto versus air). Airfare is also only paid up to the maximum rate for government travel.

Reservations made through discounted travel programs (i.e. Orbitz, Travelocity, etc.) do not normally provide itemized receipts so please make your reservations directly with the airline or make sure to request an itemized receipt. Receipts not itemized will not be reimbursed. Please contact our office for further instructions prior to making your reservations. Call TRO-South at 1-800-576-0375 for rates and for more information regarding air travel. Baggage fees are limited to two per person and must have a receipt for reimbursement.

Mileage Reimbursement: Please note effective September 1, 2014 the Prime Travel Program will reimburse mileage instead of actual fuel expenses to non-active travelers who travel by POV. Mileage reimbursement will be granted to travelers at the rate of \$0.235. ***IMPORTANT:** Please call TRO-South at 1-800-576-0375 if you have questions regarding POV mileage reimbursement. REMEMBER: MILEAGE WILL BE REIMBURSED INSTEAD OF ACTUAL FUEL USE.

Lodging: Please call our office if you plan to obtain lodging. We do not want you to incur any expenses that may not be reimbursed. Maximum reimbursement for lodging cannot exceed the established government rates for a geographical area. Several factors will be considered when determining lodging reimbursement such as mileage between the PCM and the Specialty Doctor as well as the time of the appointment. Hotel receipts must have a zero balance.

FOR ALL GOVERNMENT PER DIEM/LODGING RATES PER GEOGRAPHICAL LOCATION, PLEASE GO TO <https://www.defensetravel.dod.mil/site/perdiemCalc.cfm> OR CONTACT OUR OFFICE AT 1-800-576-0375. Note: Reservations made through discounted hotel/travel programs (i.e. Orbitz, Travelocity, Hotels.com) do not normally provide itemized receipts so please make your reservations directly with the hotel. Receipts not itemized will not be reimbursed.

- The JFTR states that one-day travel is authorized for each 400 miles (one-way) of official distance of authorized travel. Reasonable times of travel are 0600 – 2400 daily. Travelers will not be reimbursed for lodging if they can reach their destination within reasonable travel times during the day of the appointment. This means, for example, if you have to travel 300 miles to your appointment and your appointment is at 0900, you would not be able to get to your appointment on the same day of travel if you left within reasonable travel times so you would be able to have lodging the night before. If your appointment was at 1000 and you only had to go 110 miles, lodging would not be authorized.

Parking at clinic, hospital, hotel, and/or airport terminal. Valet parking is not reimbursed.

Shuttle or taxi service: May be covered to and from the airport, to/from appointments, to eat meals, and/or go to the grocery store.

Meals: Receipts must be itemized. Credit card statements do not qualify as a receipt. Even though this is an actual expense program, maximum reimbursement for daily meals cannot exceed the established government per diem rates for each geographical area (include groceries; i.e., fruit, vegetables, meats, prepared meals, cereal, seasonings, juice and soda drinks, milk, and eggs). Meal tips are included in the daily rate. There are specific rules that apply to active duty service members and U.S. government civilian employees. Please call TRO-South at 1-800-576-0375 for rates or additional clarification.

Rental car: A rental car maybe reimbursed up to the rate of a compact size vehicle; Insurance and extras (i.e., satellite radio, GPS system, car seats, etc.) are not reimbursable. Please contact our office at 1-800-576-0375 for clarification or questions.

ITEMS EXCLUDED FROM REIMBURSEMENT:

- Toiletries (paper towels, paper napkins, paper plates, all plastic utensils, toilet paper)
- Alcohol beverages, tobacco or tobacco products
- Magazines, books and/or reading materials, flowers
- Dry cleaning, laundry services and/or laundry supplies
- Gift packages for staff members
- Tips for porters, baggage handling, parking, taxi/shuttle, and/or hotel staff

*** If you have any questions about whether an item is reimbursable, please call our office in advance of your purchase. It is always best to check first on all potential expenses (to include mileage, airfare, lodging, etc.) so that you are able to maximize your reimbursement.**